

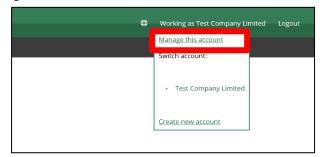
States of Guernsey Population Management Sir Charles Frossard House P O Box 43, La Charroterie St Peter Port, Guernsey GY1 1FH Telephone: +44 (0) 1481 225790 E-mail: population@gov.gg www.gov.gg/populationmanagement

## Adding users to an Employer's account:

- 1. Login to the employer portal that you wish to add a user to <a href="https://populationportal.gov.gg/">https://populationportal.gov.gg/</a>
- 2. Click "working as"

| States of C              | Guernsey<br>n Management            |             |          | Working         | ng as Test Company    |  |  |  |  |
|--------------------------|-------------------------------------|-------------|----------|-----------------|-----------------------|--|--|--|--|
| Apply for a permit       | Overview Employees Paymen           | s About You |          |                 |                       |  |  |  |  |
| Applications in progress |                                     |             |          |                 |                       |  |  |  |  |
| Appl No                  | Description                         | Job Title   | Duration | Submission Date | Status                |  |  |  |  |
| ER-0018-6575             | Employer Registration—Test Compared | /           |          |                 | Awaiting registration |  |  |  |  |

3. Click on "Manage this account"



4. Click "users"

| States of Guernsey<br>Population Management                            | <b>(</b> | Working as Test Company | Logout |
|--|----------|-------------------------|--------|
| Apply for a permit Overview Employees Payments About You               |          |                         |        |
| Test Company View Edit Applications Payments Users Merge Delete Select |          |                         |        |
| <b>Type</b><br>Employer  |          |                         |        |

## 5. Click "add"

| States of Guerns           | s <b>ey</b><br>gement                                     | Working as Test Company Logout |
|----------------------------|---|--------------------------------|
| Apply for a permit Overvie | ew Employees Payments About You                           |                                |
| Test Compa                 | View Edit Applications Payments Users Merge Delete Select |                                |
| Name                       | Email Address   | Role                           |
| test                       | test@test.com   | Administrator                  |

- 6. Input the user's details (using the email address they wish to use)
- Administrators are able to: add new users; delete users; change user levels; make Employment Permit applications; add, edit and delete employee records, and change the details of the employer record (for example to update the employer address and contact details).
- **Users** are able to: make Employment Permit applications; add, edit and delete employee records, and change the details of the employer record (for example to update the employer address and contact details).
- **Browsers** are able to view most of the information on the employer record, but can't make applications or edit any of the information they see. Browsers can't see payment records.

| States of Guernsey<br>Population Management                            | <b>(</b> | Working as Test Company | Logout |
|--|----------|-------------------------|--------|
| Apply for a permit Overview Employees Payments About You               |          |                         |        |
| Test Company View Edit Applications Payments Users Merge Delete Select |          |                         |        |
| Email Address<br>test@test.co  |          |                         |        |
| Role   |          |                         |        |
| User *   |          |                         |        |
| Add  |          |                         |        |

## 7. Click "Add"

If the user has previously registered the email address they will now have access to your account by clicking "working as" in the top right side of the portal, where they should now see the employer's name in their agency list.

If the user has not previously registered their email address, they will now need to create an account <u>Click here to register</u>

Always check who you are "Working as" before applying for anything.